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STAFF REPORT BOARD MEETING DATE: July 28, 2015

DATE: July 16, 2015
TO: Board of County Commissioners
FROM: Joey Orduna Hastings, Assistant County Manager
328-2016, jhastings@washoecounty.us
THROUGH: John Slaughter, County Manager
328-2060, jslaughter@washoecounty.us
SUBJECT: Recommendation to approve expenditures for the Aug. 14, 2015 Employee Family Picnic in an amount not to exceed \$10,000. (All Commission Districts.)

SUMMARY

This is a request that the Board of County Commissioners approve expenditures to provide food and other supplies for the Aug. 14, 2015 Employee Family Picnic.

Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

The first annual employee appreciation event was held Feb. 23, 1999. Several events were held in subsequent years. The last employee family picnic was held in 2007. The picnic and other employee appreciation initiatives were discontinued in later years due to the recession and significant funding reductions.

BACKGROUND

The Employee Recognition Program was established in 2014 with the intent of bringing back a number of employee appreciation events and initiatives to honor Washoe County's workforce. This program is managed by a committee made up of representatives from each Washoe County department.

In 2014, two employee appreciation events were held:

- Employee Family Movie Night at Hawkins Amphitheater – all employees and their families invited (September)
- Employee Appreciation Breakfast – honoring employees celebrating milestone anniversaries with Washoe County in 2014 (December)

AGENDA ITEM #

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In 2015, the following employee appreciation events and initiatives have occurred or are being planned:

- Employee Family Night at the May Museum – employees and their families invited to view the Grossology Exhibit free of charge (April)
- Employee Family Picnic at the North Valleys Water Splash Park – employees and their families invited (August)
- Certificate Program – providing years of service pins and printed certificates honoring employees who are celebrating milestone anniversaries (5, 10, 15, etc.) in 2015 (launching summer 2015)
- Starfish Program – providing certificates and other small tokens of appreciation for employees who go above and beyond in serving the public or their fellow employees (championed by Commissioner Vaughn Hartung; launching fall 2015)
- Employee Appreciation Breakfast – honoring employees celebrating milestone anniversaries with Washoe County in 2015 (December)

The 2015 Employee Family Picnic is being planned by a sub-committee of the larger Employee Recognition Program Committee. Volunteer employees will help staff the event, and food is anticipated to be provided by a local vendor.

FISCAL IMPACT

There are funds available within the approved budget of the Management Services Division of the Office of the County Manager. Funds will be expended from Cost Center 101100 and General Ledger account 710500. During FY 14/15, approximately \$15,500 was expended for employee appreciation events and initiatives (including items for the Certificate Program and Starfish Program initiatives launching later this year). During FY 15/16, \$15,000 has been allocated for employee appreciation events and initiatives.

The employee family picnic is budgeted to not exceed \$10,000. However, the total cost of food for this event will be dependent upon the number of RSVP's received. The RSVP period ends July 31, 2015. Based on attendance at previous employee picnics, it is anticipated that the total picnic cost will come in significantly lower than the budgeted amount.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve expenditures for the Aug. 14, 2015 Employee Family Picnic in an amount not to exceed \$10,000.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "move to approve expenditures for the Aug. 14, 2015 Employee Family Picnic in an amount not to exceed \$10,000."